

Planning Board
5 Route 31, P.O. Box 568
Jordan, NY 13080



Town of Elbridge
County of Onondaga
State of New York

**Town of Elbridge Planning Board
December 9, 2025
Minutes**

Members Present: Chairman Marc Macro, Co-Chairman John Stevenson
Members: Steve Walburger, Wendie Smith, and
Sec/Alt Member Holly Austin

Members Absent: Tim Sullivan

Others Present: Joe Frateschi, Esq., Howard Tanner, Doug Blumer, Ed Reid,
Mary Jo Davis, Victor Ciaccia, Ryan Peters, Andrew Davis

Public Hearing:

Site Plan
Applicant: Daniel Kowalik
Address: 598 NY 5
Tax Id:
Anyone in opposition: none
Anyone in favor: none
Public hearing closed.

Old Business:

Site Plan
Applicant: Daniel Kowalik
Address: 598 NY 5
Tax Id:

Applicant presented the changes to the perc tests were done, a pole light was added for the parking lot (it is dark sky compliant), a handicapped spot was added to the plan closest to the front door. Number 11 was removed, and it shows the distance of the setback which is 75' from the edge of the ROW. There is an enclosure with a gate for the dumpster. Asphalt was added to the plan, and the washout and storm drains were added as well.

DOT as of a week ago changed to online submittals and everything got submitted for this project online. Applicant was the first one to submit using the new system so there were kinks to work

out, but it's set now. DOT says they are doing expedited review, and expect to respond within the next month.

Counsel recommended that if the Planning Board wants to move forward tonight, approval can be conditioned on DOT approval, but construction cannot commence until the DOT approval.

A motion designating the Town of Elbridge Planning Board as lead agency and this as unlisted action was made by John Stevenson, and seconded by Steve Walburger. Each question was individually reviewed and "no" was answered to each question.

A "no significant impact" motion was made by Steve Walburger and seconded by Wendie Smith, and all voted in favor.

Resolution:

For the site plan dated November 4th, 2025, for property located at 598 Route 5, a motion was made to approve the project, but approval is expressly contingent upon DOT approval of the ingress and egress to the site. Moved by John Stevenson, seconded by Wendie Smith, all voted in favor.

Site Plan

Applicant: Belden Properties
Address: 1134 Route 5
Tax Id: 041.-03-39.0

Outside storage notes were added to the plans, stating no outside storage allowed out front. Knox box was added as well. The fence in the rear is delineated on the plans along with the vinyl slats on east and west sides. The list was read into the record regarding uses that are prohibited. The list was worked out by Howard and counsel as follows:

List of Excluded Tenants

- Automotive Repair Shops
- Auto Body Repair Shops
- Gas Stations
- Restaurants, Cafes, Catering, Food Service Preparation.
- Medical or Dental Offices
- Daycare Centers
- Fitness Gyms or Health Clubs
- Entertainment Venues
- Large-Scale Industrial/Manufacturing Operations
- Food Processing Facilities
- Educational Institutions (e.g., schools, colleges)
- Large-Scale Warehouses
- High-Volume Business with Public Access
- Welding and metal fabrication
- Pet day care

Other Requirements or Restrictions

- No business shall emit any dust, noise, odor to the exterior of the tenant space of the building
- No on site sales or consumption of craft brewing, home brewing or wine making beverages
- No fabrication or service work on vehicles or equipment outside the building
- Any use not permitted in the B-1 zone is prohibited

A motion to designate this as an unlisted action and the Planning Board as lead agency was made by Steve Walburger, seconded by John Stevenson, and all voted in favor. Each SEQRA question was individually reviewed and “no” was answered to each question.

A “no significant impact” motion was made by Steve Walburger and seconded by John Stevenson, and all voted in favor.

The project was submitted to the Elbridge Environmental Committee, and the main concern from the members was landscaping. They did not express concerns about the storage tanks. Counsel suggested DEC will be the ones enforcing tank compliance.

A motion was made to approve the site plan package last dated 12/2/25, prepared by TDK, for property located at 1134 Route 5, including that the list of prohibited uses are expressly incorporated into the approval. Work done must be compliant with the site plans as approved to obtain a certificate of occupancy.

Wendie Smith so moved, John Stevenson seconded, and all voted in favor.

The Planning Board noted that approval for the sign is separate and they still need to obtain that.

Extension on Approval

Applicant: Norbut Solar
Address: Wheeler Road
Tax Id: 040.-07-05.1

Applicant is seeking a third 6-month extension for site plan approval. They have obtained a building permit and started with construction. They intend to have completed substantial construction by the 6 months from now. They hope to be completely done by the end of 2026.

The June 9, 2026, Planning Board meeting is when they would next need to appear. The board is extending the special use permit and site plan approval, with all conditions attached to both. The motion was made by John Stevenson, and seconded by Wendie Smith, and all voted in favor.

Minutes from November 18, 2025: John Stevenson made a motion to approve the minutes, Steve Walburger seconded, and all voted in favor.

John Stevenson made a motion to close the meeting, Wendie Smith seconded, and all voted in favor. The meeting concluded at 7:27 pm.